



Planning and Transportation Department

**Engineering Services for
17th Street (Lismore Drive to Monroe Street)
*REQUEST FOR PROPOSALS***

ISSUED:

June 17th, 2016

DEADLINE FOR PROPOSALS:

July 18th, 2016

11:00PM local time

SUBMIT PROPOSALS TO:

Andrew Cibor, PE, PTOE
Transportation & Traffic Engineer
cibora@bloomington.in.gov

GENERAL INFORMATION AND SUMMARY

Organization Requesting Proposals:

City of Bloomington
Planning and Transportation Department
401 N. Morton St, Suite 130
Bloomington, Indiana 47404

Contact:

Andrew Cibor, PE, PTOE
Transportation & Traffic Engineer
cibora@bloomington.in.gov
812-349-3423

Summary of Request:

The City of Bloomington (the City) is issuing this Request for Proposals (RFP) to aid in the selection of a consultant team to perform design and right of way services for the City's 17th Street Reconstruction Project. Interested parties must submit a Letter of Interest (LOI) as outlined in this document no later than July 18th, 2016 at 11:00pm local time.

Communications and Project Management:

All communications from interested parties to the City during the LOI submittal process shall be made to Andrew Cibor at cibora@bloomington.in.gov or 812-349-3423.

If necessary, interpretation of or changes to this RFP may be made by written addendum. A copy of each addendum will be posted at the City's website at https://bloomington.in.gov/documents/viewDocument.php?document_id=3799 no later than July 14th, 2016. Interested parties are responsible for checking the City's website for addenda, though the City may choose to contact all known interested parties with notification of posted addenda. The City will not be responsible for any other explanations or interpretations of this RFP. If significant changes to this RFP are required then the City may postpone the final date for submission through an addendum.

Interested parties may notify the City in writing of their intent to submit a LOI, but are not required to do so. Failure to notify the City of intent to submit a response may result in omission from future communications including possible notification of addenda.

LOIs must be submitted in pdf format no later than July 18th, 2016. Responses which, in the judgment of the City, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFP will be rejected.

Any costs incurred while responding to this RFP in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The City shall not reimburse any respondent for any such expenses.

Process Schedule:

June 17 th , 2016	RFP Advertisement
July 14 th , 2016	Last Day for Addenda Posted by the City
July 18 th , 2016 (11:00PM local time)	LOI Response Deadline
July 19-27, 2016*	Response Evaluation
July 28, 2016*	Notify Respondents of Results and Begin Discussions with Selected Respondent
Sept 1 st , 2016*	Issue Notice to Proceed (NTP) to Selected Respondent

**Dates indicated are tentative and subject to change as needed*

PROJECT DETAILS

Overview:

This project will reconstruct approximately 1,750 feet of the existing 17th Street between the western project limit of the recently completed 17th and Arlington Roundabout and the Vernal Pike Overpass associated with Interstate 69 Section 5 project. The project is expected to include one travel lane in each direction, the evaluation of potential turn lanes or a two-way left-turn lane, curb and stormwater infrastructure, tree plots separating the road from a multiuse path on the north side of the street and sidewalk on the south side of the street, and other features as necessary. The reconstruction would also improve sight distance on and vertical alignment of the street, particularly at the intersection of Lindbergh Drive and 17th Street. The effort is expected to also include conversion to a typical two-way facility on Lindbergh Drive in proximity to 17th Street. This project is expected to require significant right of way acquisition and utility coordination.

Traffic volumes on 17th Street are expected to increase substantially after it is connected across Interstate 69. As such, this project requires an accelerated timeframe in order to provide improvements to this street as soon as possible.

Due to the size of this project, this RFP is open to any individual/firm wishing to submit an LOI and is not restricted to the City's existing on-call engineering services list.

Funding Source and Associated Requirements:

This project is currently identified for federal funding through the Bloomington/Monroe County Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP); however, it is expected to move forward as a locally funded project. The City and INDOT are moving towards an agreement that is expected to be similar to an INDOT LPA Exchange Contract as a result of the I-69 Section 5 project drastically changing the nature of 17th Street. Additionally, the City expects to apply for funding assistance for this project through the INDOT Community Crossings Matching Grant program. Finally, the City is considering Local Option Income Tax (LOIT) and/or Tax Increment Financing (TIF) as the City's other funding sources.

LOI's shall be submitted with the assumption that this project will proceed as a completely locally funded project (i.e., state and city funds, not federal). Requirements associated with MPO

federally funded projects will not be required. The project will comply with all pertinent federal, state, and local laws, regulations, and policies. Industry best practices and processes should be expected to be utilized.

Work Tasks:

Work tasks may include, but are not limited to, the following items: field assessments; data collection; surveying; environmental; public involvement; permitting; stormwater design; utility coordination; preparation of designs, plans, and specifications; maintenance of traffic plans; estimates of probable cost; right of way engineering; appraisal; acquisition services; bid document preparation and bid support; engineering support during construction or implementation.

LOI SUBMITTAL REQUIREMENTS:**General Requirements:**

Submissions must be prepared electronically using 8.5" x 11" paper format and must be submitted as a single pdf file. File size may not exceed 10MB. Submissions are strictly limited to a maximum of 9 total pages (total includes the submittal form). Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted. The following table displays the order in which respondents shall arrange content. LOIs that do not follow all of these directions will not be considered.

Order	Proposal Content
1	Submittal Form
2	Introductory Letter
3	Project Team and Qualifications
4	Relevant Project Experience
5	Project Approach

Submissions must be emailed to Andrew Cibor at cibora@bloomington.in.gov. Submissions received after 11:00PM local time on July 18th, 2016 will not be considered.

Content Details:

LOIs should include all of the information required below.

1) Submittal Form

Complete and sign the Submittal Form attached to this document. The content of this form shall not be modified other than to fill in the required information. This form shall be the first page of the LOI.

2) Introductory Letter

- Contact information for the person authorized to serve as point of contact during the LOI evaluation process and to negotiate on behalf of the firm or team if selected for projects.
- General statement of interest and availability for the project described in this RFP.

3) Project Team and Qualifications

- Identification, qualifications, expertise, and availability of the project manager and key staff proposed to be assigned to the project
- Identification of proposed subconsultants for any tasks not to be completed by the prime consultant and the type and percentage of work each subconsultant will complete
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the project as well as quality control and schedule control
- Location of all project team members and applicable licensure and certifications
- Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies
- Knowledge of and experience with AASHTO, NACTO, MUTCD, PROWAG, and other relevant design guidance
- Disadvantaged Business Enterprise (DBE) or other relevant certifications

4) Relevant Project Experience

- Specific examples of projects that are relevant and similar to this project (provide a reference name and contact information for the clients of these projects)
- Identification of which key personnel were responsible for the relevant tasks
- Experience with context sensitive design and public processes

5) Project Approach:

- Description of project approach
- Detailed project timeline (use an assumed NTP of September 1st, 2016)
- Specific examples of potential challenges (related to design, schedule, or other) and strategies for successfully dealing with those challenges
- Description of cost containment practices, innovative ideas, or strategies to improve design services and project implementation
- Other relevant information related to project approach

SELECTION CRITERIA & EVALUATION

Consultant selection for this project's engineering and right of way services will be based on an evaluation of the LOIs. The City reserves the right to reject all LOIs and not select a consultant. The Consultant Selection Rating Form used to evaluate and score the submittals is included in this RFP for reference.

ATTACHMENTS

- 1. LOI Evaluation Form**
- 2. Submittal Form**

LOI Evaluation Form:

Name of Individual/Firm: _____

Rater #: _____

Date: _____

<u>Criteria</u>	<u>Rating (0.0-5.0)</u>	<u>Weight</u>	<u>Score</u>
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Project Manager

Expected ability to successfully manage the project based on qualifications, experience, expertise, availability, etc.

Comments:

_____ x 3 =

Project Team Qualifications

Expected ability to successfully complete project based on qualifications, experience, expertise, availability, etc.

Comments:

_____ x 3 =

Project Experience

Evaluation of key staff member's direct experience with similar projects

Comments:

_____ x 3 =

Project Approach

Project understanding; proposed approach; innovation that results in a superior final project

Comments:

_____ x 6 =

Project Timeline

Pace of proposed timeline; understanding of and preparation for elements that may affect timeline

Comments:

_____ x 4 =

Other

DBE, local firms, quality of submittal, or other factors not addressed through previous scoring criteria

Comments:

_____ x 1 =

Total

_____/100

Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)

5.0 = Outstanding/Significant Added Value 2.5 = Average/Acceptable 0.0 = Poor/Insufficient

Additional Comments:

Submittal Form

The undersigned declares that the Letter of Interest (LOI) submitted in response to the Engineering Services for 17th Street (Lismore Drive to Monroe Street) Request for Proposals (RFP) advertised on June 17th, 2016 is, in all respects, an accurate and true representation of the Individuals/Firm's/Project Team's Experience and Qualifications. The undersigned further acknowledges that the LOI submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges they reviewed and are familiar with the City of Bloomington RFP documents issued on June 17th, 2016 and they acknowledge their responsibility for checking the City website for any addenda to this RFP and incorporating or responding to information presented in such addenda as necessary.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the LOI Documents, the undersigned acknowledges that they have carefully examined the modifications to the LOI Documents submitted by the Individual or Firm, and have approved all such modifications. If said modifications are hand written, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Individual, Firm, or Team.

Individual/Primary Firm Name: _____

Firm Representative Name: _____

Authorized Signature: _____

Title: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Telephone: _____